**THE FOOTBALL ASSOCIATION**

**PERSONAL HEARING CHECKLIST FOR CHAIRS OF COMMISSIONS**

NAME OF PERSON CHARGED: …………………………………………………………………………………………………………………………

CLUB: ………………………………………….…………………FC MISCONDUCT REPORT NO: ...........................................……

NAME OF REPRESENTATIVE/WITNESSES:

**COUNTY FA WITNESSESS PARTICIPANTS WITNESSES**

1 ……………..………………………………………… 1. ……………..…………………………………………

2. ………………………………………................... 2. ……………..…………………………………………

3. ……………………………………….................. 3. ……………..…………………………………………

|  |  |
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| **Time Hearing commenced** |  |
| 1. Familiarise all with procedure – “This is a Disciplinary Commission and we are here to deal with …etc.” |  |
| 2. Confirm names and introduce Commission Members: |  |

1. ……………………………………(CHAIR) 2. ……………………………………

3. …………………………………… 4. ……………………………………

5. …………………………………… 6. ……………………………………(SECRETARY)

**Evidence included in bundle.**

**………………………………………………………………………………………………………………………………………………………………………………………………**

**………………………………………………………………………………………………………………………………………………………………………………………………**

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| **SUBMISSION OF CFA CASE** | |
| 3. Evidence (including witness evidence) in support of the Charge shall be received by the Disciplinary Commission.  In cases concerning a report from a Match Official, that report shall be received in evidence first | |
| 4. Ensure the participant has seen a copy of the Referee’s report/charge. | |
| 5. Ask if the Referee has anything to add, retract or change. | |
| 6. Person/Club charged or representative may ask questions to Referee. | |
| 7. Commission Members to ask questions to Referee. | |
| 8. Any other Association witnesses to be called one at a time to present their evidence | |
| 9. The person/club charged or representative may ask questions of these witnesses. | |
| 10. Commission Members ask questions of witnesses. | |
| **SUBMISSION OF PERSON CHARGED** | |
| 11. Written statement made by the person charged shall be considered by the Disciplinary Commission. | |
| 12. Person/Club charged to give evidence. | |
| 13. Commission Members ask questions. | |
| 14. The person/Club Charged or representative may call witnesses one at a time. | |
| 15. The person/Club charged or representative may ask questions of their witnesses. | |
| 16. Commission Members ask questions of witnesses | |
| 17. Ensure that the person/Club charged is satisfied that they have had a fair hearing and that all evidence has been heard, as  they will not have a further opportunity to present any new evidence. | |
| 18. The person charged or his/her representative shall be entitled to make closing submissions based upon the evidence, but  this may not include reference to facts not disclosed in the evidence presented to the Disciplinary Commission. | |
| **Time presentation of evidence concluded** |  |
| 19. Thank all witnesses for their attendance and ask them to leave. | |
| 20. All except the Commission Members and the Secretary to leave room. | |
| **Time Appellant called back for announcement of decision** |  |
| 21. After reaching its decision, the Disciplinary Commission shall recall the person charged and his/her representative. The Secretary shall announce whether the Charge has been found proved or not proved.  If case not proved –Secretary to announce decision and advise that all monies (Personal Hearing fee and admin fees) will be returned. Hearing is now declared closed. | |
| 22. Case Proved – Secretary to announce decision. | |
| 23. Secretary to read discipline record from previous 5 years and current season. | |
| 24. Person/Club charged or representative may then enter a plea of Mitigation. | |
| 25. Person/Club charged to leave the room whilst decision is made. | |
| **Time Appellant leaves room** |  |
| 26. Commission to consider appropriate sanction in line with Sanction Guidelines Document | |
| **Time Appellant recalled** |  |
| 27. Person/Club charged is recalled and the sanction is announced by the Secretary. Remind parties of their Right of Appeal to the FA. Advise that everything will be confirmed in writing and for Discrimination cases confirm that full written reasons will be produced and distributed. | |
| **Time Hearing concluded** |  |

PERSON /CLUB CHARGE:

Suspension period: ………………… as from …………………………

Costs: YES/NO Points: ……………… Fine £: ………………

Other Orders: ………..............................................................................................................................................

…………………………………………………………………………………………………………………………………………………………………………

REASONS:

The Disciplinary Commission may be required to attend a Board of Appeal at The Football Association where they may be required to confirm the reasons for their decision including details of: -

1. The findings of fact made by it; and
2. The reasons for its decision finding the Charge(s) proved; and
3. The reasons for any penalty or order.

Please complete:

1. ………………………………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………………

b) ………………………………...…………………………………………………..………………………………………………………………

………………………………………………………………………………………………………………………………………………………

c) ……………………………………………………………………..………………………………………………………….…………………..

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Signed: …………………………………………………………..(CHAIR) Date ………………………………………………………………